

Date: July 10, 2024

Purpose: Citizen-Led Oversight Committee (CLOC) Meeting

Location: District Educational Support Center Media Center and Via Zoom

Committee Member Attendees:

Richard Tritschler, Ray Warco, Bob Priest, Michael Swiecicki, Mike McNally, Marion Johnson Payne, Daniel Clare

Beaufort County School District (BCSD) Representatives Present:

Robert Oetting, Lou Ackerman, Carol Crutchfield, Alexander Marshall, Richard Geier, Wendy Cartledge

Turner & Townsend Heery Attendees:

David Waggoner, Mark Koll, Agustin Vargas, Ben Froemming, Jessica Killian

Other Attendees:

Halie Cooler, Olivier, Inc.
Todd Hill, Stage Front

Meeting Minutes

1. Prior to the July 10, 2024 CLOC meeting, the following materials were distributed to the committee members via email: Meeting Agenda; Meeting No. 05 Presentation Materials; Public Comment Card; May 8, 2024 Draft Meeting Minutes; 2023 Bond Referendum Financial Summary Report; School Furniture Financial Report; HVAC Replacements Financial Report; Safety & Security Improvements Financial Report; MRES Financial Report; HHIHS Financial Report; Tech Warehouse & Imaging Center Financial Report; LIMS Financial Report; Right Choices Kitchen Financial Report; Riverview Charter Gym Financial Report; New ELC Financial Report; BHS CTE Financial Report; MRHS CTE Financial Report; BLHS CTE Financial Report; SHES Paving Financial Report; JJDECC Paving Financial Report; and BCHS Paving Financial Report.
2. Mr. Warco confirmed with Mr. Oetting that there were no public comments.
3. Mr. Warco asked for a motion to approve the draft meeting minutes from the June 12, 2024 meeting.

Mr. Priest asked to please amend the meeting minutes to capture the CLOC Chair and Vice Chair selections for the 2023 Bond Referendum.

Mr. Warco asked for a motion to amend and approve the draft meeting minutes from the June 12, 2024 meeting.

A motion was made by Mr. Swiecicki and seconded by Mr. Priest. The motion was approved by all. The approved meeting minutes will be posted to the CLOC website.

4. Mr. Vargas briefed on the Glossary of Acronyms. This Glossary was brought forth to help the CLOC members understand the terminology that is often used in the reports and updates for the Program. Mr. Vargas asked if there was a preference to remove the acronyms or keep them in.

Mr. Tritschler suggested they be left in.

5. Project Updates:

Mr. Vargas turned the meeting over to Mr. Marshall for updates on his projects.

May River Elementary School (MRES) – Quackenbush Architects and Planners, LLC (QAP) and Thompson Turner Construction (TTC)

Mr. Marshall reported on MRES, which is being reported under budget and on schedule. 50% CD's page turn occurred on June 13, 2024; Comments are being addressed by QAP; Cost review is scheduled to occur on July 3, 2024. Civil permits are ongoing; Site permit is scheduled to be received in November 2024. Security review with BCSD Director of Security and the Bluffton Police Department is being coordinated.

Battery Creek High School (BCHS) – JCS and MBK Construction

Mr. Marshall reported on BCHS, which is being reported under budget and on schedule. Curb installation is complete; Milling and paving is scheduled to begin July 10, 2024 and is scheduled for completion in July 2024.

May River High School (MRHS) – QAP and TTC

Mr. Marshall reported on MRHS, which is being reported under budget and on schedule. 50% CD's review is complete; BCSD is working on issuing equipment specifications to the Design and CM team. 100% CD's are scheduled to be issued the week of August 12, 2024. Land disturbance permit is scheduled to be received in December 2024.

New Early Learning Center – (Hord Coplan Macht/TBD)

Mr. Marshall reported that the New Early Learning Center's is under budget and on schedule. Intent to Award has been issued to Hord Coplan Macht to be the designer of the New Early Learning Center in Bluffton. RFP for CM at risk services is scheduled to be advertised in July 2024. HCM fee proposal has been received and comments have been issued to HCM to be addressed.

Following the conclusion of Mr. Marshall's project updates, Mr. Vargas asked if there were any questions.

No questions were received on Mr. Marshall's projects.

Mr. Vargas proceeded to present the project updates for Mr. Summers.

Hilton Head Island High School (HHIHS) – Little Diversified Architecture (LDA) & MBK

Mr. Vargas reported on HHIHS, which is being reported under budget and on schedule.

Phase 1 Contractual substantial completion date is June 19, 2026; Site work unforeseen issues with existing underground domestic water piping has resulted in the need for redesign of domestic water service: MB Kahn has re-sequenced the associated activities to keep project on schedule.

Phase 1A includes the construction of a 3-story classroom addition (approximately 144,000 SF) and a mechanical support building; Installation of aggregate piers is scheduled to start in July 2024. Foundations are scheduled to start in August 2024.

Phase 1B includes selective demolition and initial renovations of the "D" wing (Music & Art); Scope includes group restroom improvements, modifications of corridor walls and finishes.

Phase 2 includes the Demolition of "B" and "C" wing (Academic Spaces); Construction of a new cafeteria and CTE addition; Remaining renovations/improvements for the "D" wing; New parking lot and courtyard. CD's began in June 2024 and are scheduled to be completed prior to the end of December 2024. Interim review of 60% CD's is scheduled to occur in September 2024. GMP proposal is scheduled to be received in Q1 2025.

Phase 3 includes the renovation of both existing gymnasiums, existing JROTC and existing cafeteria. CD's began in June 2024 and are scheduled to be completed prior to the end of December 2024. Interim review of 60% CD's is scheduled to occur in September 2024. GMP Proposal is scheduled to be received in Q1 2025.

Phase 4 includes the renovation of the existing Performance Arts Center (PAC). DD's are scheduled to begin in July 2024. GMP Proposal is scheduled to be received in Q1 2025.

Following the conclusion of Mr. Summers' project updates, Mr. Vargas asked if there were any questions.

Mr. Tritschler asked what documents have been received to date on Phase 2, 3 and 4.

Mr. Vargas stated that the SD's are complete and the DD's are currently under review.

Mr. Oetting added to the discussion by saying that we have not yet received any revised cost estimates as of yet.

Mr. Vargas added that based on the latest cost review, everything was still within budget.

Mr. McNally asked what the anticipated completion date for the entire project was.

Mr. Vargas responded by saying that as of now, this is currently scheduled for completion in Q4 2028.

Mr. McNally stated that there may be concerns with the budget and a project that stretched through the lifespan of the 2023 Bond Referendum program. Some of the concerns are with cost escalation and inflation.

Mr. Vargas responded by saying that when the 2023 Bond Referendum was being put together, there were two cost estimates done. One by Turner & Townsend Heery and another by Cumming Group to ensure that the costs were within a reasonable range for the planned 2023 Bond Referendum projects. These estimates took into consideration the escalation of materials on a yearly basis until the end of 2028 as well as inflation. This was all done per previous discussions held with the CLOC during the 2019 Bond Referendum. In addition, there were plenty of contingencies added to ensure the budgets would be sufficient for the 2023 Bond Referendum Program. With the 2023 Bond Referendum Program in motion, one of the focus' of the team is on getting projects under contract in a reasonable time frame to lock in the prices and mitigate cost escalation as much as possible.

Mr. Oetting added that all at HHIHS, Phase 2, 3 and 4 are planned to be under GMP in Q1 2025. At that point, the remaining scope at this project will be under contract therefore locking in the pricing for the project.

Mr. Priest asked if the District could provide the CLOC with a Master Program Schedule that shows the milestones for each of the projects.

Mr. Oetting said that the District will provide this information to the CLOC and added that soon there will also be project reports on the District's website soon.

Mr. Vargas added that Turner & Townsend Heery is working on the drafts for review, prior to issuing to the District to upload the reports on the website.

Mr. Vargas asked if there were any further questions. None were received.

Mr. Vargas turned the meeting over to Mr. Koll to provide updates on his projects.

Technology Warehouse & Imaging Center – (JCS & Shoreline Const. & Development)

Mr. Koll reported the Technology Warehouse & Imaging Center is under budget and on schedule. Review of DD's occurred on June 26, 2024; CD's completion is scheduled to occur in Q4 2024.

Mr. Warco asked where the technology warehouse and imaging center was going to be located.

Mr. Koll stated that it would be on the District Educational Services Center site.

New Lady's Island Middle School – (Quackenbush Architects and Planners/TBD)

Mr. Koll reported that the New Lady's Island Middle School's is under budget and on schedule. Intent to Award Architectural Design services to Quackenbush Architects and Planners has been issued. RFP for CM at risk services is scheduled to be advertised in July 2024. QAP fee proposal has been received and is ongoing review from BCSD.

Following the conclusion of Mr. Koll's project updates, Mr. Vargas asked if there were any questions.

No questions were received on Mr. Koll's project updates.

Mr. Vargas turned the meeting over to Mr. Froemming to provide updates on his projects.

Safety/Security Improvements

Mr. Froemming reported the Safety/Security Improvements. JSES CD revisions are scheduled to be issued to Ajax in July 2024; Ajax is scheduled to provide their GMP proposal in August 2024. RSLA a revised GMP Proposal is scheduled to be received in July 2024; Work is scheduled to begin once JE Dunn completes the Phase 2 work related to the 2019 Bond Referendum. HHIMS TTC Amendment No. 23 for the Safety and Security Scope is being routed for approval. BHS TTC Amendment No. 25 for BHS 2023 Referendum Safety/Security scope was approved at the June 11, 2024 Board Meeting; Work is scheduled to begin on July 9, 2024.

Following the conclusion of the project updates, Mr. Vargas asked if there were any questions.

Mr. Warco asked if the Safety/Security scopes would be uniform throughout all of the locations.

Mr. Froemming responded by saying that each of the locations will have it's unique challenges, however the goal is to implement the technology that is best suited at each of the locations to mitigate Safety/Security concerns.

Mr. Oetting added that the schools that are currently being reported on are part of a pilot program. We selected K-8 locations, an elementary school, middle school and a high school. This was done with the intent to understand what the best approach is going to be for the different challenges that are going to be faced throughout the District.

Mr. Warco asked will there be more schools added to the list.

Mr. Oetting replied by saying that more schools will be added as the 2023 Bond Referendum Program progresses.

Mr. Vargas asked if there were any further questions. None were received.

Mr. Vargas provided updates on Mr. Lawton's School Furniture Replacement projects.

School Furniture Replacements

Mossy Oaks Elementary School (MOES):

Mr. Vargas reported the furniture replacements are under budget and on schedule. Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted, Order is scheduled to be placed for equipment delivery during Fall Semester 2024.

Port Royal Elementary School (PRES):

Mr. Vargas reported the furniture replacements are under budget and on schedule. Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted; Order is scheduled to be placed for equipment delivery during Fall Semester 2024.

Joseph S. Shanklin Elementary School (JSES):

Mr. Vargas reported the furniture replacements are under budget and on schedule. Classroom furniture for the Related Arts classes, Special Education Classes and Resource Rooms is being quoted; Order is scheduled to be placed for equipment delivery during Fall Semester 2024.

Following the conclusion of these updates, Mr. Vargas asked if there were any questions.

Mr. McNally asked what the District does with the old furniture that is being taken out of schools and replaced with new.

Mr. Oetting responded by saying that there are instances when the furniture may be salvaged depending on the condition and sent to schools with a need for that type of furnishing, in other cases the furniture has been placed on GovDeals to have people bid on the furniture and purchase, but to date no one has put a bid on the furniture auctioned on GovDeals. In other instances, depending on the condition of the furniture, it may need to be discarded if the furniture is in a condition that poses a risk to using it.

Mr. McNally stated that during one of his site visits at RSLA, during the demolition of the old facility there were piles of furnishings.

Mr. Oetting clarified that those were scrap piles. The contractor assessed the value of the scraps which helped reduce the cost of the project as a whole. Mr. Oetting made it known at the meeting that if anyone in attendance of the meeting knows of a church or a local charity that would have use for the furniture, to please let Mr. Oetting or Mr. Lawton know.

Mrs. Crutchfield added that what is being replaced is most likely due to conditions beyond repair and acceptable use.

Mr. Tritschler asked if there has been an evaluation on the furniture that has been replaced on a yearly basis to determine how it such is holding up to wear and tear.

Mrs. Crutchfield responded by saying that as of now this is not something that is being evaluated but is something the District will consider.

Mr. Vargas asked if there were any further questions. None were received.

6. 2023 Bond Referendum Financial Reports and Summary

Mr. Vargas provided the Financial Update, which is being reported with a “green” traffic light. Standard monthly Financial Reports have been distributed. As of June 30, 2024, the Current Budget remains at \$439,035,000. The Paid and Committed Funds total \$100,147,853 (22.81%). The Total Remaining Funds to Commit (including Contingency) total \$338,887,147 (77.19%). No Contingency Activity was reported in June 2024. The remaining available contingency is \$11,500,000.

Mr. Vargas asked if there were any more questions.

No questions were received.

7. 2023 Bond Referendum Cash Flow Projections vs. Actual:

The Referendum funds paid as of June 30, 2024, total \$0.37Million. The total forecasted expenditures through June 30, 2024, was \$1.08Million.

Mr. Vargas asked if there were any questions.

No questions were received.

8. 2023 Bond Referendum Community Outreach:

Mr. Vargas had no updates for Community Outreach.

Mr. Warco asked if there would be community outreach similar to what was done in the 2019 Bond Referendum for RSLA for projects in the 2023 Bond Referendum Program.

Mr. Oetting responded by saying that there will be Community Outreach done.

Mr. Oetting turned to Mr. Koll for the Lady's Island Middle School Replacement School project and asked if anything has been coordinated for the project.

Mr. Koll responded by saying that there hasn't been anything coordinated as of yet, but the discussions are starting to take place.

Mr. Warco asked what occurs when a project has a set budget and the community asks for more than what was planned in the budget.

Mr. Oetting responded that what the District will do is involve the community on aspects of the project that they are able to have an impact on and are able to change without a significant cost impact to the project. Such items would be the looks of the school, how they want classrooms to function, what they want out of spaces such as the Media Center. In short, the goal is to invite the community participate in discussions of what they want for the education program of the school.

Mr. Oetting shared the example of RSLA in which the community was involved such as the looks of the school, the addition of a visual historical timeline in the corridors to name a few.

Mrs. Crutchfield added to the discussion as to how the HHIHS project was approached and how the community outreach for HHIHS was led by the designers and the feedback from the community was through various discussions with the staff, the School Improvement Council (SIC), parents and the students. The discussions were predominantly on the aesthetics of the facility and what the community wanted out of the spaces.

Mr. Oetting added that for the community outreach at LIMS one of the questions is going to be how the community wants to see the history of the old school facility incorporated into the new facility. That is just one example of the type of questions that will be asked

Mr. Warco asked if the District prepared to let the public know when a request can not be fulfilled.

Mr. Oetting responded by saying that the District is prepared in case that requests can not be fulfilled.

Mr. McNally asked if the community outreach events come in the form of a press releases.

Mr. Oetting responded that currently they do not. However, the District could do a press release for the community outreach. For the current outreach, meetings will be coordinated with the SIC, staff, and the community.

9. 2023 Bond Referendum CLOC Sub-Committee Reports/Updates:

Mr. Vargas asked if there were any CLOC sub-committee reports/updates.

Mr. Warco asked Mr. Tritschler how many people are needed for each of the sub-committees.

Mr. Tritschler responded by saying that currently the number of members for each of the committees is as follows. Four members on the finance committee, two members on the project committee, and one member on the community outreach committee.

Mr. Warco asked what would happen if there were five people on the finance committee.

Mr. Tritschler responded by saying that if the need to have a vote came up with five CLOC members in one committee, there would be a need for a quorum of the group.

Mr. Warco simplified the discussions by saying that the group will consider keeping each Sub-Committee to less than 50% of the total CLOC members.

Mr. Warco continued with the Finance Sub-Committee updates.

Mr. Warco stated that everything that has been reported tonight has been through May 31st. The attached schedule shows everything that will be reported on for the 2023 Bond Referendum of \$439 million. The 519 schedule has all the projects on one page, the 513 schedule has different tabs for each project. The Finance Sub-Committee has made sure that all the projects add up to the total 2023 Bond Referendum Budget. The total contingency currently sits at \$28.5M, this includes Program contingency, Project contingency and Design Contingency.

Mr. Tritschler asked which contingency has been used to date as per the report shown by Mr. Warco.

Mr. Oetting responded by saying what Mr. Warco is showing is the project level contingency and not the program level contingency.

10. 2023 Bond Referendum Forward Looking Items and Events:

Mr. Vargas reported on forward-looking items and events. The Quarterly Board Update is tentatively scheduled to take place at the August 6, 2024 Board Meeting.

Mr. Warco made a statement to Mr. McNally that there will be two reports for which the CLOC will report on, one for the 2019 Bond Referendum and another for the 2023 Bond Referendum.

11. Mr. Warco discussed the date for the next CLOC meeting which will be held on August 14, 2024, at the District Education Support Center at 6PM in the Media Center.
12. Mr. Warco asked if there were any more items to discuss.
No further questions were asked. A motion was made by Mr. Tritschler and seconded by Mr. Priest. The meeting was adjourned at 7:51 PM.